

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel Security Division

FROM : Acting Deputy for Security

SUBJECT: Investigation of CIA Vouchered Personnel

DATE: 11 August 1948

1. Effective midnight, 11 August 1948, Personnel will place a freeze on the investigation of applicant cases to be transmitted from Personnel to I & S. Cases presently in process in I & S will be handled in the routine way and forwarded to EIB for investigative purposes.

2. All personnel applicant cases, CIA, including OSO vouchered personnel, will be assigned to unclassified pools. Personnel Security Division will screen these papers for certification to the unclassified pools but will hold the investigative requests in Personnel Security Division until the freeze is lifted, which will coincide with the elimination of the backlog in EIB. Such cases will not be sent to EIB.

25X1A 3. [REDACTED] Personnel, will certify not more than 15 cases per month from the entire Agency as priority cases. These priority cases will be serviced by Personnel Security Division in the regular manner and transmitted to EIB for investigative purposes.

4. OSO semi-covert overseas cases will be transmitted directly to Personnel Security Division by OSO personnel. Such cases will be serviced in the regular manner and transmitted to EIB for investigative purposes. There is no freeze on overseas personnel.

25X1A 5. The Appraisal Section, when servicing the freeze cases for the unclassified pools, will review such cases to determine whether there is an established investigation conducted within the past three years in Washington which might serve as an exception under Section 4 of Administrative Instruction [REDACTED]. In such cases a request will be made of EIB to pick up the local investigation for certification purposes. EIB will not be requested on these cases to conduct a full field investigation.

6. Due caution should be exercised by all personnel in Personnel Security Division and the Appraisal Section to adequately mark and handle those cases that fall in the semi-covert One Star (\*) capacity.

7. A meeting has been held to determine the best means by which to eliminate the backlog of personnel investigation cases presently held by OSO Investigative Unit. It has been decided that OSO will return all such cases with reports to [REDACTED]. In effect, this closes out the field investigative operations of OSO. [REDACTED] will then service his records relative the cases and will then transmit all such cases to Personnel Security Division.

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8. The OSO cases will be routed through the Appraisal Section to determine the following:

a. Whether the investigative coverage in each case is sufficient to permit certification for employment on classified duties, temporarily waiving the minor outstanding uninvestigated leads.

b. Those cases which have insufficient investigative coverage to permit certification for classified duties.

9. Those cases falling in category 8a which can be certified for classified duties will be routed through the regular channels by I & S for appointment purposes to classified duties. A request will be made of EIB to investigate the outstanding leads on a low-priority basis. The transmittal request will indicate low priority.

10. Those cases in 8b will be transmitted to EIB for further investigation in the regular manner.

11. All cases transmitted to EIB for investigation which fall within the semi-covert category will be clearly marked with the One Star (\*) designation.

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Acting Deputy for Security